



# Job Opportunity

## State Controller's Office

**Position:** Senior Claim Auditor

Statewide

**Location:** Division of Audits  
3301 C Street, Suite 705, CA 95816

**Issue Date:** July 2, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-641-1765-028

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With supervision provided by an Assistant Principal Claim Auditor or Principal Claim Auditor, perform prepayment audits of claim schedules of moderate complexity and difficulty for legality and sufficient provisions of law or contract for payment of funds from the State Treasury. Duties include, but are not limited to the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Perform prepayment audits of the more complex claim schedules for legality, compliance with contracts and/or sufficient provisions of law to allow payment from State Treasury funds.
- Research complex audit claims, and prepare summary of rules, regulations, statutes or contracts supporting approval or denial.
- Prepare written summaries of new or amended contracts, statutes, or regulations governing payment of claims.
- When sufficient provisions of law do not exist to support payment of claims, prepare correspondence explaining deficiencies to the state department or local government. Identify areas of difficulty with contracts, laws, rules, legal opinions, and/or statutes and prepare written recommendations for considerations by an Assistant or Principal Claim Auditor.
- Prepare written documentation of new/revised audit procedures for consideration by an Assistant or Principal Claim Auditor.
- Contact state departments and/or local government agencies to resolve issues related to complex claims. "Properly file documents and records in accordance with the established filing protocol."

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Audits

300 Capitol Mall, Suite 418

Sacramento, CA 95814

Attn: Laura Nicholls